



**Project – SUGAM  
End User Manual  
EMD Receipt and Refund**



**DOCUMENT DETAILS**

<b>PROJECT NAME</b>	<b>MODULE</b>	<b>Business Scenario:</b>
SUGAM	FICO	FINANCE & CONTROLLING
<b>MODULE LEAD – BSPTCL</b>	<b>MODULE LEAD – YASH</b>	<b>PROCESS OWNER</b>
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<b>BBP NUMBER AS PER BPML</b>	<b>PROCESS NAME</b>	
	FICO	

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**REVISION HISTORY**

<b>Date</b>	<b>Document Version</b>	<b>Document Revision Description</b>	<b>Author</b>	<b>Reviewer</b>
28.11.2021	0.1	User Manual Preparation	Kamal	Chandrakanth Reddy



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### 1.1. EMD Receipt

<b>SAP T-code</b>	<b>FB05</b>
<b>Process</b>	<b>GO to FB05 – Enter Document Date –Type :KZ – Company Code – Posting Date – Period – Currency – Reference – Text – Incoming Payment – Posting Key:39 – Input Vendor Number - Special G/L Indicator :E – Press Enter</b>

**Post with Clearing: Header Data**

Choose open items    Account Model

Document Date	01.04.2021	Type	KZ	Company Code	1000
Posting Date	01.04.2021	Period	01	Currency/Rate	INR
Document Number				Translation dte	
Reference	1			Cross-CC Number	
Doc.Header Text					
Clearing Text	EMD Receipt from ABC Vendor				

Transaction to be processed

Outgoing payment

Incoming payment

Credit memo

Transfer posting with clearing

First line item

PstKy 39    Account 100062    SGL Ind E    type



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<b>SAP T-code</b>	<b>FB05</b>
<b>Process</b>	<b>Enter Amount – Business/ Section – Profit Center – Text – posting</b> <b>Key:40 – Enter Incoming Bank GL Number – Press Enter</b>

**Post with Clearing Add Vendor item**

Choose open items    Process Open Items    More data    Account Model

Vendor  ABB LTD    G/L Acc

Company Code  Patna

BSPTCL Patna

Item 1 / down Payment Agst E / 39 E

Amount  INR

Calculate Tax    Bus./Sectn

Bus. Area

Order

Network  /

Cost Center

Profit Ctr

WBS Element

Cmnt item

Assignment

Sales Doc.

Text

Next line item

PstKy  Account  L Ind  New Co.Code



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SAP T-code	FB05
Process	Input Amount – Business Place – Click on More Option to Input Profit Center – Value Date - Text

**Post with Clearing Correct G/L account item**

Choose open items Process Open Items More data Account Model

G/L Account 160301 Canara Bank Incoming 0352101042062  
Company Code 1000 BSPTCL

Item 2 / Debit entry / 40

Amount 100,000.00 INR  
Business place BH01  
Cost Center  
WBS element  
Cost Object  
Purchasing Doc.  
Value date 01.04.2021  
Assignment  
Text EMD Receipt from ABC Vendor

Calculate Tax  
Order  
Asset  
Network  
Quantity  
Asst retirement  
Long Texts

Next Line Item  
PstKy Account SGL Ind New Co.Code

**Post with Clearing Add G/L account item**

Choose open items Process Open Items More data Account Model

G/L Account 160301 Canara Bank Incoming 0352101042062  
Company Code 1000 BSPTCL

Item 4 / Debit entry / 40

Amount 100000 INR

Coding Block

Asset  
Cost Center  
Order  
Profit Center 100000  
Cost Object  
WBS element  
Commitment item  
Material

Network  
Transactn type  
Real estate obj

PstKy Account SGL Ind New Co.Code



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<b>SAP T-code</b>	<b>FB05</b>
<b>Process</b>	<b>Click on document menu then select simulate and post</b>

**Post with Clearing Display Overview**

Display Currency Taxes Reset

Document Date	<input type="text" value="01.04.2021"/>	Type	<input type="text" value="KZ"/>	Company Code	<input type="text" value="1000"/>
Posting Date	<input type="text" value="01.04.2021"/>	Period	<input type="text" value="1"/>	Currency	<input type="text" value="INR"/>
Document Number	<input type="text" value="INTERNAL"/>	Fiscal Year	<input type="text" value="2021"/>	Translation dte	<input type="text" value="01.04.2021"/>
Reference	<input type="text" value="1"/>	Cross-CC Number	<input type="text"/>	Trading part.BA	<input type="text"/>
Doc.Header Text	<input type="text"/>				

Items in document currency

PK	BusA	Acct	INR	Amount	Tax amnt
001	39E	0000100062 ABB LTD		100,000.00-	
002	40	0000160301 Canara Bank In 2062		100,000.00	

D 100,000.00      C 100,000.00      0.00      \* 2 Line Items

Other line item

PstKy  count  SGL Ind  TType  New Co.Code

Document 150000046 was posted in company code 1000



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All above process is same for EMD, Security deposit, Keep back, Penalty & Retention.  
Only the Special GL Indicator will be changed as given below :-

**Earnest Money Deposit - E**

**Security Deposit – H**

**Keep Back against OA – J**

**Keep Back Vendor Amount - K**

**Penalty – T**

**Vendor Retention money deposit – R**

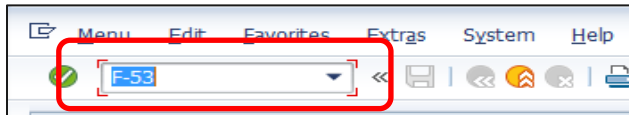


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## 1.2. Refund to Vendor

<b>SAP T-code</b>	<b>F-53</b>
<b>Process</b>	<b>Enter F-53 in Transaction box and click Enter or Tick symbol</b>



<b>SAP T-code</b>	<b>F-53</b>
<b>Process</b>	<b>Enter document date &amp; Posting date - Enter reference - Clearing Text - Enter Outgoing Bank Account Number - Enter amount - Enter text - Profit Center - Enter vendor number - Special GL Indicator</b> <b>After filling the details, press enter or click on process open items</b>

**Post Outgoing Payments: Header Data**

Process Open Items

Document Date	01.04.2021	Type	K2	Company Code	1000
Posting Date	01.04.2021	Period	01	Currency/Rate	INR
Document Number		Translation dte			
Reference	1	Cross-CC Number			
Doc.Header Text		Trading part.BA			
Clearing Text	EMD Clearing to Vendor ABC				
<b>Bank data</b>					
Account	160302	Business Area			
Amount	100000				
Amt.in loc.cur.					
Bank Charges		LC Bank Charges			
Value date	01.04.2021	Profit Center	100000		
Text	EMD Clearing to Vendor ABC		Assignment		
<b>Open item selection</b>			<b>Additional selections</b>		
Account	100062		<input checked="" type="radio"/> None <input type="radio"/> Amount <input type="radio"/> Document Number <input type="radio"/> Posting Date <input type="radio"/> Dunning Area <input type="radio"/> Others		
Account Type	K	<input type="checkbox"/> Other Accounts			
Special G/L Ind	E	<input checked="" type="checkbox"/> Standard OIs			
Payt Advice No.					
<input type="checkbox"/> Distribute by Age					
<input type="checkbox"/> Automatic Search					



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<b>SAP T-code</b>	<b>F-53</b>
<b>Process</b>	<b>Select all - Deactivate - Select the items that needs to be cleared and click on document menu option and select simulate - Save - Document Generated</b>

Document Edit Goto Settings Environment System Help

Post Outgoing Payments Process open items

Distribute Difference Charge Off Difference Editing Options Cash Disc. Due

Standard Partial Pmt Res.Items WH Tax

Account items 100062 ABB LTD

Document...	D..	Document...	P..	Bu...	Da...	INR Net	CashDiscount	CDPer.
1500000011	KZ	01.04.2021	39		0		100.00-	
1500000044	KZ	01.04.2021	39		0		10,000.00-	
1500000046	KZ	01.04.2021	39		0		100,000.00-	
1000000019	SA	01.04.2021	39		0		1,000.00-	
1000000020	SA	01.04.2021	39		0		1,000.00-	
1000000021	SA	01.04.2021	39		0		1,000.00-	
1000000022	SA	01.04.2021	39		0		1,000.00-	
1000000023	SA	01.04.2021	39		0		1,000.00-	

Processing Status

Number of Items	34	Amount Entered	100,000.00-
Display from Item	1	Assigned	100,000.00-
Reason Code		Difference Postings	
Display in clearing currency		Not Assigned	0.00





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SAP T-code	F-53
Process	Click on Document and simulate – Save – Document Generated

**Post Outgoing Payments Display Overview**

Display Currency Taxes Reset

Document Date	01.04.2021	Type	KZ	Company Code	1000
Posting Date	01.04.2021	Period	1	Currency	INR
Document Number	INTERNAL	Fiscal Year	2021	Translation dte	01.04.2021
Reference	1			Cross-CC Number	
Doc.Header Text				Trading part.BA	

Items in document currency

PK	BusA	Acct		INR	Amount	Tax amnt
001	50	0000160302	Canara Bank Out 206		100,000.00-	
002	29E	0000100062	ABB LTD		100,000.00	

D 100,000.00 C 100,000.00 0.00 \* 2 Line Items

Other line item

PstKy  count  SGL Ind  TType  New Co.Code

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## Manual End